

4171-12
11
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date October 29, 1976	1. Agency Address Dept. of Administrative Services Fiscal Services Division Treasury and Cash Management Section 116 Mitchell Street, R445 Atlanta, Georgia 30303	Application Number 76-336	
Application Number		Date Received NOV 12 1976	Date Completed DEC 1 1976
2. Person to Contact Naney Ragan		Working Title Accountant II	Telephone Number 656-2168
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest FY72 Latest Present		5. Records Series Title (followed by title used in office; if different) Certificate of Deposit Bid Program File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? FISCAL DIVISION - Administers Self-Insurance of State Property and Liability, Workmen's Compensation for State employees, Treasury and Cash Management of State Funds, and accounting and payroll systems design through Fiscal Services. TREASURY AND CASH MANAGEMENT SECTION - Receipts, disburses to agencies and invests State General Fund and Revenue Sharing monies. Federal Funds receipted and disbursed include Letter of Credit, Department of Transportation reimbursement, National Flood Control Fund and National Forest Reserve Fund. Receipt and disburse various Trust Funds. Provide accounting services and records for Superior Court appropriation, primarily payroll, attendant retirement systems and travel. Insure eligibility of municipalities for and disburse Grants to Municipalities and Counties.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Placing of state funds for investment. A) Announcement memo of bid to all state depositories. B) Original letter and telegrams from State depositories to Fiscal Division bidding on announced funds available. C) Result announcement memo to all State Depositories, D) List of State Depositories successful in obtaining funds.	
File is arranged: chronologically by bid date.			
8. Monthly Reference Rate One to six months old <u>1</u> ; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>2</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need: _____

Back up material for investments.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☒ Fiscal year; ☐ Other _____ then, _____
☒ Hold in the current files area _____ month(s) _____ year(s); then _____
☐ Transfer to local holding area; hold _____ year(s); then _____
☒ Transfer to State Records Center; hold _____ year(s); then _____
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify) _____

After investment maturity and audit, information of no value.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Don Manley</i>	11/10/76	<i>Laura J. Holbrook</i>	11/2/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	11-29-76
		Secretary of State/Designee	11-24-76
		Attorney General/Designee	11-30-76